



FORT BEND COUNTY

JOB TITLE: INVESTIGATOR/INSPECTOR **DEPARTMENT: FIRE MARSHAL**

STARTING SALARY RANGE: Grade 10, \$1,715.20 - \$2,018.40 biweekly based on qualifications

CLOSING DATE: Upon filling position

Located just southwest of the City of Houston, Fort Bend has a long history which began when a small log fort was built on the banks of the Brazos River to help protect the settlers moving onto Stephen F. Austin's original Mexican land grants. In fact, the county draws its name from that small fort built in the early 1800s and the small settlement around it, that in 1837 became the county seat of Richmond, Texas. Today, Fort Bend is one of the fastest growing counties in Texas and the United States with a current population exceeding 585,000.

JOB SUMMARY:

Conducts investigations, fire inspections, and fire prevention education to ensure safety of Fort Bend County residents. Participates in planning of programs, policies, or objectives for work group and department.

DUTIES & RESPONSIBILITIES:

Participates in fire/arson investigations (evidence collection, photograph, interview, fill out reports, surveillance, court testimony etc.) and conduct follow-up investigations; works closely with other County departments. Participates in Annual Fire Safety Inspections; Conducts fire drill, write inspection reports and conducts fire prevention inspections. Reviews plans for new construction and progressive inspections. Maintains firearm proficiency and attends mandated continuing education classes. Serves arrest warrants. Interfaces and assists local, state and federal agencies with investigations. Signs for and be held accountable for equipment. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

REQUIREMENTS:

High School Diploma/GED; 1-year job related experience. Strong computer and verbal and written skills; strong interpersonal skills and ability to deal effectively with the public, other employees and elected officials. Good organizational skills, ability to prioritize own work and ability to complete assigned tasks within tight deadline. TCOLE Basic Peace Officer, TCFP Basic Arson investigator, TCFP Basic Fire Inspector.

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

FORT BEND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE
ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, DISABILITY OR
NATIONAL ORIGIN OR ANY OTHER REASON ALLOWED BY LAW.

Please visit our website to Apply: www.fortbendcounty.jobs